



Arnold Schwarzenegger, Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

STAFF SERVICES MANAGER II (SUPERVISORY) Sacramento – Fiscal Section Permanent- Full-time

The Department of Real Estate has an opening for a Staff Services Manager II position in its Fiscal Section. This is a permanent full-time position. The Department is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Participates in the planning, decision making, and establishment of fiscal policies for DRE and implements these through direct supervision of the Budgeting, Accounting and Business Services sections.
- Provides management direction and control of a variety of contractors with whom DRE conducts its daily business activities such as copier and furniture contractors, mailing and delivery providers, telecommunication providers, statewide facility managers, and general supply vendors.
- Direct the preparation of the Governor's Budget including all supporting schedules , i.e., Schedules 2, 7a, 8; 9, 10, 10r and 11.
- Supervise staff in identification of data sources; collection of departmental financial/statistical data necessary for monitoring DRE's current budget appropriations, expenditures and revenues.
- Supervise the audit trail tracking of prior year to current year expenditures and line item allotments.
- Prepare responses to control agencies and/or trade associations with regard to the reason for budget revisions or fees charge by DRE.
- Consult with the Assistant Commissioner, Administration and Program Managers concerning budgeting and workload data and BCPs.
- Participate in Budgetary meetings and hearings with the Commissioner, and administrative/technical representatives from the Department of Finance, Legislative Analyst, Business, Transportation and Housing Agency.
- Develop, analyze and formulate comprehensive financial models to track revenue and expenditures.
- Direct Accounting section in the preparation and posting of 1)CALSTARS entries that make-up allotment expenditures, revenue, general ledger, and subsidiary ledgers, 2) claim schedules for accounts payable and travel claims; and 3) monthly financial reports, etc.
- Direct the Business Services function in the development and implementation of purchasing policies, etc.
- Manage Contract, Interagency Agreement and Master Services Agreement processes and special project function.

Necessary/Desirable qualifications:

- Supervisory experience.
- Knowledge of personnel management practices and procedures including the disciplinary process, grievance procedures employee development and labor relations.
- Strong leadership, supervisory and organizational skills
- Experience in and knowledge of the State's budget process.
- Knowledge of the State's Accounting systems.
- Knowledge of Business Services and Contracts.
- Ability to adjust quickly to multiple priorities and meet critical deadlines.
- Research complex issues and write and edit reports.
- Computer skills, (Microsoft Word, PowerPoint, and Excel).
- Experience with working with all levels of management, control agencies, etc.
- Demonstrated ability to write and verbally communicate well.

Salary: \$5576 - \$6727

Who may apply: Current State employees at the Staff Services Manager II level or those individuals who have list eligibility or can transfer to the class. Priority consideration will be given to SROA/Surplus employees. Please indicate status on your state application or include a copy of your notice.

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Steven Ellis, Assistant Commissioner
Licensing and Administrative Services
(916) 227-0754

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.